

# COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS

## AGENDA ITEM TRANSMITTAL

(1) DEPARTMENT Library		(2) MEETING DATE January 24, 2006		(3) CONTACT/PHONE Moe McGee, Asst. Library Director (805) 781-5990	
(4) SUBJECT Submittal of a Resolution Amending The Position Allocation List (PAL) for Fund Center 377 – Library, by Deleting One Half-Time Administrative Assistant and One Librarian III, and Adding One Full-Time Administrative Assistant and One Supervising Librarian.					
(5) SUMMARY OF REQUEST The Library is requesting modifications to its PAL as noted above to enhance service to customers in the South County, and to improve the supervisory span of control for the small library branches in the county. Creating a FT AA position will provide additional staff available to provide assistance for libraries in the South County and reduce random closures. Shell Beach and Oceano (one person branches) will have improved supervision for both collection development and community liaison activity with such groups as the Friends of the Library.					
(6) RECOMMENDED ACTION It is recommended that the Board adopt the attached resolution modifying the Library's Position Allocation List (PAL) by replacing one half-time Administrative Assistant (AA) position with one full-time Administrative Assistant, and by replacing one Librarian III with one Supervising Librarian.					
(7) FUNDING SOURCE(S) FC 377 – Library's Budget		(8) CURRENT YEAR COST \$9,558.00		(9) ANNUAL COST \$19,116	
(10) BUDGETED? <input type="checkbox"/> YES <input type="checkbox"/> N/A <input checked="" type="checkbox"/> NO					
(11) OTHER AGENCY/ADVISORY GROUP INVOLVEMENT (LIST): The Administrative Office has reviewed and concurred with this recommended PAL change. The Personnel Department prepared the attached resolution, and County Counsel has reviewed and approved the resolution as to form and legal effect.					
(12) WILL REQUEST REQUIRE ADDITIONAL STAFF? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, How Many? <u>5 FTE</u> <input type="checkbox"/> Permanent <input type="checkbox"/> Limited Term <input type="checkbox"/> Contract <input type="checkbox"/> Temporary Help					
(13) SUPERVISOR DISTRICT(S) <input type="checkbox"/> 1st, <input type="checkbox"/> 2nd, <input type="checkbox"/> 3rd, <input type="checkbox"/> 4th, <input type="checkbox"/> 5th, <input checked="" type="checkbox"/> All			(14) LOCATION MAP <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A		
(15) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Presentation <input type="checkbox"/> Board Business (Time Est. _____)			(16) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions (Orig + 4 copies) <input type="checkbox"/> Contracts (Orig + 4 copies) <input type="checkbox"/> Ordinances (Orig + 4 copies) <input type="checkbox"/> N/A		
(17) NEED EXTRA EXECUTED COPIES? <input type="checkbox"/> Number: _____ <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A			(18) APPROPRIATION TRANSFER REQUIRED? <input type="checkbox"/> Submitted <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A		
(19) OUTLINE AGREEMENT REQUISITION NUMBER _____			(20) W-9 <input type="checkbox"/> No <input type="checkbox"/> Yes		

(20) ADMINISTRATIVE OFFICE REVIEW	<div style="font-size: 2em; font-family: cursive;">OK</div> <div style="font-size: 1.5em; font-family: cursive;">Leslie Br</div> <div style="font-size: 2em; font-family: cursive; transform: rotate(-15deg); position: absolute; right: 0; bottom: 0;">B-24 (1-24-06)</div>
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# San Luis Obispo City-County Library

P.O. Box 8107, San Luis Obispo, CA 93403-8107

995 Palm Street (805) 781-5991  
Library Administration (805) 781-5784

**TO: THE BOARD OF SUPERVISORS**

**FROM: BRIAN REYNOLDS, LIBRARY DIRECTOR** *BAR*

**DATE: JANUARY 24, 2006**

**SUBJECT: SUBMITTAL OF A RESOLUTION AMENDING THE POSITION ALLOCATION LIST FOR FUND CENTER 377, LIBRARY BY DELETING ONE HALF-TIME ADMINISTRATIVE ASSISTANT AND ONE LIBRARIAN III, AND ADDING ONE FULL-TIME ADMINISTRATIVE ASSISTANT AND ONE SUPERVISING LIBRARIAN.**

## **Recommendation:**

It is recommended that the Board adopt the attached resolution modifying the Library's Position Allocation List (PAL) by replacing one half-time Administrative Assistant (AA) position with one full-time Administrative Assistant, and by replacing one Librarian III with one Supervising Librarian.

## **Discussion:**

- Converting one half-time AA position to full time:  
The Library's staffing plan calls for 10.3 FTE to cover the current open hours of service at the Arroyo Grande Branch. The current allocation of staff for this branch is 9.5 FTE. Libraries in the South County (Arroyo Grande, Nipomo, Shell Beach and Oceano) were affected seventeen times, closing early, closing completely or using staff from other libraries to remain open in the first six months of the 05/06 fiscal year. The new Oceano branch, which began service to the public October 22, has only added to the complexity of the staffing needs in the South County. Approving the requested PAL amendment, replacing one half-time AA position with a full-time AA, would increase the staffing level at the Arroyo Grande Branch to 10 FTE and will enable staff to backfill as needed at the Oceano and the Shell Beach Branch Libraries, reducing the possibility of random closures.
- Replacing one Librarian III position with a Supervising Librarian position:  
This action will strengthen the supervision of the South County TWIGS (One person branches). All eight TWIGS are currently supervised by the Atascadero Branch Manager, a Supervising Librarian (SL). This action will geographically divide the TWIG supervision, leaving six TWIGS in the North County and the Bookmobile under the supervision of the Atascadero SL and moving the two South County TWIGS under the supervision of the Arroyo Grande Branch Manager. The opening of

*B-24  
2*

the new Oceano Branch Library required closer supervision and support than was originally anticipated and from a geographical standpoint, the Arroyo Grande Branch Manager is best suited for this responsibility. The Arroyo Grande Branch also serves the communities of Grover Beach and Pismo Beach.

**Other Agency Involvement/Impact:**

The Administrative Office has reviewed and concurred with this recommended PAL change. The Personnel Department prepared the attached resolution, and County Counsel has reviewed and approved the resolution as to form and legal effect.

**Financial Considerations:**

The estimated cost increase associated with converting one half-time AA position to full-time is \$8,341 in FY 2005-06, and the annualized cost increase resulting from this change is expected to be \$16,682. (Note – this estimate reflects the fact the cost of benefits that have been provided to the incumbent of this part time position were equal to the amount paid to a full-time AA.)

The estimated cost increase associated with converting one Librarian III to a Supervising Librarian is \$1,217 in FY 2005-06, with an annualized cost increase expected to be \$2,434.

Neither of these positions are paid for with General Fund money. The Library recently received news from the Auditor's Office that the department will receive \$126,167 in additional property tax revenue in FY 2005-06, and may potentially see an even larger increase in FY 2006-07. This increase in revenue combined with salary savings already accrued in FY 2005-06 will more than cover the \$9,558 increase in salary and benefits expenditures associated with this PAL amendment.

**Results:**

By increasing the half-time AA position to full time, Libraries in the South County will experience 75% fewer closures due to unanticipated staff shortages. Arroyo Grande staff will be reassigned to Oceano and Shell Beach libraries when needed, to avoid closures. This change will also help the library move closer to achieving a key strategic objective of providing the community with consistent open hours.

Replacing the Librarian III position with a Supervising Librarian will improve the supervision of small libraries (TWIGS) in the South County as well as improve the span of control for the branch manager in Atascadero (who has been supervising all of the small branches in the county.) In addition, the Arroyo Grande SL will be able to work with a variety of library support groups in those communities which is consistent with the regional focus of duties of the Supervising Librarian.

B-24  
3

IN THE BOARD OF SUPERVISORS  
COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA

\_\_\_\_\_ day \_\_\_\_\_, 2006

PRESENT: Supervisors

ABSENT:

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AMENDING THE POSITION ALLOCATION LIST  
RESOLUTION FOR FISCAL YEAR 2005-06

The following resolution is hereby offered and read:

WHEREAS, Chapter 2.48, Section 160 of the San Luis Obispo County Code provides that the number of positions and the classifications of said positions allowed within each department shall be established by resolution of the Board of Supervisors; and

WHEREAS, the Board of Supervisors has allowed certain positions through adoption of the County budget for Fiscal Year 2005-06; and

WHEREAS, the position being allocated by this resolution has been reviewed by the Personnel Department and is consistent with job specifications and classifications as provided by the Civil Service Commission, and

WHEREAS, the County Administrator has met with the Personnel Department staff and concurs with the recommended changes.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Supervisors of the County of San Luis Obispo, State of California, the position allocation for Cost Center 377, Library, be amended as follows:

<u>Job</u>	<u>Class Title</u>	<u>From</u>	<u>To</u>
02204	Administrative Assistant Aide		
02201	<u>or</u> Administrative Assistant I		
02202	<u>or</u> Administrative Assistant II		
02203	<u>or</u> Administrative Assistant III	23.00	24.00
02204	Administrative Assistant Aide – ¾ Time		
02201	<u>or</u> Administrative Assistant I – ¾ Time		
02202	<u>or</u> Administrative Assistant II – ¾ Time		
02203	<u>or</u> Administrative Assistant III – ¾ Time	2.25	2.25
02204	Administrative Assistant Aide – ½ Time		
02201	<u>or</u> Administrative Assistant I – ½ Time		
02202	<u>or</u> Administrative Assistant II – ½ Time		
02203	<u>or</u> Administrative Assistant III – ½ Time	5.00	4.50
01011	Librarian III	4.00	3.00
01002	Supervising Librarian	1.00	2.00

Upon motion of Supervisor \_\_\_\_\_, seconded by Supervisor \_\_\_\_\_, and on the following roll call vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing resolution is hereby adopted:

Chairperson of the Board of Supervisors

B-24  
4


ATTEST:

\_\_\_\_\_  
Clerk of the Board of Supervisors

BY: \_\_\_\_\_ Deputy Clerk

APPROVED AS TO FORM AND LEGAL EFFECT:

JAMES B. LINDHOLM, JR.

BY:   
Deputy County Counsel

DATED: 1/12/06

B-24  
5